CPSB Teacher Acceptable Use Policy for Access to Student Information

CPSB employees are given access to student and personnel information on a "need to know as part of my job function" basis only. Each system (grades, demographics, transcripts, discipline, attendance, human resources, payroll, purchasing, etc.) can grant users access to view, update or add new records as deemed necessary by their supervisor (principal or department head). Supervisors will routinely review the access given to each employee and notify the director of Management Information Systems of any changes needed.

What Records are Confidential?

Students: Information deemed "demographic" data can be shared with others. However, part of the NCLB law gives students and parents the right to have demographic data withheld. See the FERPA regulations listed on page two of this document for FERPA regulations.

Employees: The social security number, evaluation data, hospital/medical records, insurance information, bank information, pay check deductions, tax information and educational information are private. Employee information can be shared with other educational agencies as per Louisiana law. Demographic information can be shared with both educational and non- educational agencies. Employees are able to have some demographic data remain private (phone numbers, addresses) if they notify the personnel department. Some information, such as employee's names, their job titles and their salaries, can be shared as public information.

Proper Custody of Confidential Records

- Do not leave records on desks or tables in public areas where others can see or have access to them.
- When you have confidential information on your computer screen and need to leave the area, press <CTRL> <ALT> <DELETE> and lock your screen.
- Dispose of papers that contain confidential information by shredding the papers.
- When replacing computers, confidential information must be deleted from the hard drive.
- You can not share your passwords with others. Each person accessing the system must have his or her own user id and password. NEVER ALLOW OTHERS TO USE THE SYSTEM LOGGED IN AS YOU.
- Do not send confidential information via email.

How do I comply with requests for student or employee information?

Students: See attachment #1 for the CPSB policy regarding student information. Directory information can be shared unless the parent/student opts out. Please direct military recruiters to the MIS (data processing) department for lists of students.

Employees: Anyone requesting employee information can contact the CPSB personnel department for the information. See attachment #2 for the CPSB policy regarding employee information.

I understand that I am accessing confidential data and that I will not divulge any information to any person or organization without proper authorization. I have read and understand the CPSB policies (JR and GAK) that govern student and employee information. I also understand that any copies, printed forms, handwritten documents, or magnetic media (diskettes, thumb drives, etc.) of the same confidential data will be treated in the same manner. I am aware that failure to comply with this statement is cause for disciplinary action.

Printed name of employee: _____

Signature of employee: _____

Date: _____

Printed name of supervisor: _____

Signature of supervisor: _____

Date: _____

Keep this signature page in the employee's file and make a copy for the employee. All employees that use the student system or the finance system (payroll) must have a completed form.